

## ELECTRONICS TECHNICIAN

## INFORMATION SHEET

The Job Personality

Information Source: Basic Employment Information, SC-531, Los Angeles City School Districts.

Introduction

While skills and technical knowledge are of primary importance in getting a job, there is a preponderance of evidence to show that a worker holds his job only because he possesses that intangible thing called "job personality," which does not reveal itself until he has to react to real work situations on the job.

"Job Personality" Only Segment Of Total Personality

"Job personality" is only a part of the total personality. In speaking of "job personalities" we are concerned only with those traits, habits, and characteristics that have to do with getting along on the job. There are many facets to personality. While an individual responds to any situation as a total organism, a job may bring out certain aspects of personality in certain situations. One may develop habits and skills that make him almost indispensable on his job, but he might be a total failure when it comes to promoting happy family relations.

Need for Flexibility of "Job Habits"

Flexibility to adjust to new situations is one of the most important traits of a good "job personality." Workers generally change jobs, sometimes quite frequently in the course of a lifetime. In changing from one job to another the worker must be able to adjust his personality to each new environment, new working conditions, new personnel, new skills, and new tools and machines. Even though an individual may be employed for a long period in one position, it is essential to keep in tune with continuous changes demanded by modern life, otherwise a feeling of insecurity may develop.

Expansion of "Job Personality"

Personality in general does not remain static. While there are some inherited qualities that remain quite fixed due to physical limitations, other qualities change as one matures and gains new experiences. The individual needs to remain alert to every changing job situation. He should study each job situation to determine how the "job personality" he has acquired can be improved or used, and how he can condition himself to his new situations that make it possible to grow and take on added responsibilities, and consequently advancement and promotion.

Skill Versus "Job Personality"

The employer will be convinced that he has made a bad bargain if he discovers the new addition to his organization does not match up to the evidence and references that were furnished. Or if the employer



THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and development. It begins with the first settlers who came to the continent in search of a better life. They found a land of vast resources and a people who were determined to build a new nation. The story is one of struggle and triumph, of challenges and achievements. It is a story that has shaped the world and continues to shape the future.

The early years of the United States were marked by a series of challenges. The settlers had to learn to live in a new land, to work the land, and to defend themselves. They faced a hostile environment and a people who were determined to build a new nation. The story is one of struggle and triumph, of challenges and achievements. It is a story that has shaped the world and continues to shape the future.

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comes to the conclusion that a new worker's satisfactory skill performance does not balance the discord caused by an out-of-tune "job personality" he will "fire" the employee. The employer will be better off with a person of lesser skill whose personality fits the job more satisfactorily. He knows that a worker will be a poor risk who is not trustworthy, has a so outlook on life, does not get along with fellow workers and cannot adjust to new situations.

### Testing for Personality Factors

Employers and employment managers are greatly concerned with how they can learn about behavior patterns of workers before they put them on their payrolls, especially if the job to be filled requires expert skills or is a key position carrying supervisory responsibilities. Some large industrial organizations are so much concerned about the selection of the right people who give promise of fitting into their staff on a long-term basis that they have set up specially constructed psychological tests in an attempt to discover personality traits.

The most reliable information that an employer can secure about a prospective employee is from persons who observed that individual on a former job or have come in close contact with him in school or community life. The usual method is to get letters or statements from former employers. Such information is not always reliable. Sometimes such statements may be colored one way or another, depending on the circumstances surrounding the job termination. An artificial situation to rid an undesirable employee and a letter of recommendation is one of the methods used to ease out the employee. Employers who are seeking reliable people make it a point to contact many sources of information about an individual in order to get an over-all picture of his assets and short-comings.

Probably the most reliable information from school records that an employer can secure about a prospective employee is from a trade school where a person has had training in specific occupations. Vocational teachers not only are charged with the responsibility of teaching the skills and knowledge necessary to qualify the student for a job, but they must also place emphasis on personality development and adjustment so that the student can work cooperatively, think intelligently, appreciate common problems, act wisely, and adjust to changing conditions when he gets on the job.

Training programs are so organized as to include real situations in which the student is purposely placed, so that the teacher may observe personality reactions and make evaluations thereof.

### Tangible Traits Which Help to Make-up a "Job Personality"

#### 1. WORK HABITS

- a. Interest displayed in work.
- b. Acceptance of responsibilities.
- c. Adherence to instructions.
- d. Diligence in completing assignments.

#### 2. OCCUPATIONAL DISCIPLINE

- a. Regularity of attendance.
- b. Adherence to time schedules.
- c. Conformance to shop rules.
- d. Acceptance to criticism.







3. WHOLESOME SOCIAL ATTITUDES

- a. Expression of desire to render service.
- b. Participation in civic activities.
- c. Participation in social activities.
- d. Respect for other person's property.
- e. Consideration of fellow workers.

4. CITIZENSHIP

- a. Positive expression of political ideals.
- b. Participation in political activities.
- c. Evident respect for law and order.
- d. Participation in public service.

5. COOPERATION WITH FELLOW WORKERS

- a. Courtesy in dealing with others.
- b. Completion of one's own share of work.
- c. Cheerfulness in helping fellow workers.
- d. Fraternization with workers.
- e. Friendship and respect returned by associates.

6. PRACTICAL COMPETENCE

- a. Meeting daily problems without worry.
- b. Analyzing problems for successful solution.
- c. Displaying creative abilities.
- d. Planning work in advance.

Job Satisfactions

A worker will have more chance for success on his job if he is completely absorbed in his work. The way he performs on the job determines his value to the employer, his fellow workers, the community, the city, and his country. The values he creates in the course of living will, in a large measure, determine the success he makes in life. To be successful, he must gain satisfaction in the work he is doing. Job satisfaction may be determined by the following

1. How the worker responds to unpleasant situations.
2. How the worker reacts to disappointment and irritation.
3. The facility of the worker to adjust to other persons, on or off the job, and his ability to gain the respect of fellow workers and superiors.
4. The worker's desire to be respected by others.
5. The nature of the job must be within the worker's abilities. The job must provide an outlet for his latent talents or special interests and abilities. Jobs must be related to ability, interest, and proper training.
6. The degree of challenge to the worker's job is often a factor in job satisfaction. Merely a steady job, steady and continuous good income often become monotonous.
7. The extent to which the worker develops a loyalty and a sense of belonging to the organization.





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Why Jobs are Lost

The importance of personality traits was revealed in a well-known survey that was made in Meridian, Connecticut to learn the reason why people lost their jobs. The study included seventy-six firms employing 50,000 workers and 4000 job terminations. Ninety percent of the workers lost their jobs because of unfavorable personality traits. Only 10 percent were discharged because they lacked the necessary skills or knowledge. Causes for discharge in order of frequency were:

1. Carelessness.
2. Non-cooperation.
3. Laziness.
4. Absenteeism other than illness.
5. Dishonesty.
6. Non-attention to work ahead.
7. Lack of initiative.
8. Tardiness

Test: Write a short paragraph on each of the following qualities that determines whether a worker stays on the payroll after a job is secured:

1. Work Habits
2. Occupational discipline
3. Wholesome social attitudes
4. Citizenship
5. Occupational competence
6. Cooperation with fellow workers



The following list of personality traits was compiled from a study of 1000 workers in the textile industry. The study was conducted by the Bureau of Labor Statistics, U.S. Department of Labor. The list is based on the findings of the study and is intended to provide a general guide to the traits of workers in this industry. The list is not exhaustive and is subject to change as more information becomes available.

1. Carelessness.
2. Non-cooperation.
3. Laziness.
4. Absenteeism other than illness.
5. Dishonesty.
6. Inattention to work.
7. Lack of initiative.
8. Timidity.

Each worker is rated on each of the following traits. The rating is based on the worker's behavior on the job. The rating is given on a scale of 1 to 5, with 1 being the best and 5 being the worst.

1. Work habits.
2. Occupational discipline.
3. Wholesome social relations.
4. Citizenship.
5. Occupational competence.
6. Cooperation with fellow workers.